

STATE OF TENNESSEE
DEPARTMENT OF PERSONNEL
JANUARY 2004

OPEN COMPETITIVE
CAREER SERVICE EXAMINATIONS



CLASS TITLE	CLASS CODE	HOURLY RANGE	MONTHLY RANGE	ANNUAL RANGE
Administrative Analysis Director (D)	73324	--	--	--
Attorney's Associate (D)	79410	--	--	--
Automotive Mechanic (D)	62861	--	--	--
Capitol Police Assistant Chief (D)	38617	--	--	--
Chaplain (D)	78867	--	--	--
Children's Services Corporal (I)	44272	\$11.54 - \$18.16	\$1875 - \$2951	\$22,500 - \$35,412
Children's Services Lieutenant (I)	44274	\$13.63 - \$21.83	\$2215 - \$3548	\$26,580 - \$42,576
Children's Services Officer (H,I)	44271	\$10.62 - \$17.00	\$1725 - \$2763	\$20,700 - \$33,156
Children's Services Sergeant (I)	44273	\$12.53 - \$20.01	\$2036 - \$3252	\$24,432 - \$39,024
Consumer Insurance Counseling Coordinator (D)	75664	--	--	--
Correctional Health Manager (D)	73515	--	--	--
Correctional Industries Supervisor 1 (D)	62571	--	--	--
Correctional Program Specialist (D)	73625	--	--	--
Electronic Alarms Technician-Safety (D)	98344	--	--	--
Environmental Specialist 5 (G)	72926	\$17.61 - \$27.83	\$2862 - \$4522	\$34,344 - \$54,264
Firing Range Operator (D)	07210	--	--	--
Forester - Staff (A)	77774	\$16.13 - \$25.49	\$2621 - \$4142	\$31,452 - \$49,704
Gas and Oil Field Inspector (D)	36610	--	--	--
Highway Response Operator 1 (I)	62977	\$10.62 - \$17.00	\$1725 - \$2763	\$20,700 - \$33,156
Highway Response Operator 2 (I)	62978	\$12.02 - \$19.00	\$1953 - \$3087	\$23,436 - \$37,044
Highway Response Operator Supervisor 1 (I)	62670	\$13.63 - \$21.83	\$2215 - \$3548	\$26,580 - \$42,576
Highway Response Operator Supervisor 2 (I)	62671	\$15.44 - \$24.54	\$2509 - \$3988	\$30,108 - \$47,856
Lithographic Plate Maker (D)	93810	--	--	--
Loss Control Specialist (D)	75631	--	--	--
Managed Care Operator (A, C)	02544	\$10.18 - \$16.31	\$1655 - \$2650	\$19,860 - \$31,800
Nutrition Director (D)	77385	--	--	--
Photographic Machine Operator 1 (D)	93851	--	--	--
Plant Industries Assistant Director (D)	77174	--	--	--
Principal (D)	71580	--	--	--
Printing Camera Operator (D)	93832	--	--	--
Printing Equipment Maintenance Technician (D)	62550	--	--	--
Printing Pre-Press Supervisor 1 (D)	93871	--	--	--
Project Manager 2 (D)	76442	--	--	--
Public Health Program Administrator (D)	72270	--	--	--
Publications Editorial Assistant (D)	73810	--	--	--
State Chief Photographer (K)	93893	\$15.44 - \$24.54	\$2509 - \$3988	\$30,108 - \$47,856
State Photographer 1 (K,L)	93891	\$11.06 - \$17.72	\$1798 - \$2880	\$21,576 - \$34,560
State Photographer 2 (G,K,L)	93892	\$12.53 - \$20.01	\$2036 - \$3252	\$24,432 - \$39,024
Utility Rate Specialist 1 (D)	75276	--	--	--

LEGEND

- A - Job classification will have a change in MINIMUM QUALIFICATIONS effective January 27 2004.
- B - A NEW CLASSIFICATION and REGISTER will be ESTABLISHED effective January 27 2004 .
- C - Register will be ABOLISHED and REESTABLISHED effective January 27 2004.
- D - Job classification will be ABOLISHED effective January 27, 2004.
- E - Job classification will have a TITLE CHANGE effective.
- F - Job classification will have a change in SALARY effective.
- G - Job classification will be converting from CAREER SERVICE to CAREER SERVICE and EXECUTIVE SERVICE effective January 27, 2004.
- H - Applicants submitting an application for this job classification must take and pass a job related written Test and/or performance test to receive an examination score. Tests are administered on a daily basis at the Department of Personnel office in Nashville and on one day every month in Kingsport, Knoxville, Memphis Jackson, Livingston, Cleveland and every other month in Pulaski.
- I - Job classification will have a change in NECESSARY SPECIAL QUALIFICATIONS effective January 27, 2004.
- J - Job classification will be converting from CAREER SERVICE and EXECUTIVE SERVICE to CAREER SERVICE effective.
- K - Job classification changing EEO Code from 6 to 7.
- L - Job classification will remain a PROGRAM class. Applications will not be accepted for this class at this time.



Tennessee Department of Personnel, Authorization #319177, November, 2003. This public document was promulgated at a cost of \$.07 per copy 15 copies.
THE STATE OF TENNESSEE IS AN EQUAL OPPORTUNITY, EQUAL ACCESS, AFFIRMATIVE ACTION EMPLOYER.

Job classification converting from CAREER SERVICE and EXECUTIVE SERVICE effective.

K - Job classification will be converting from EXECUTIVE SERVICE to CAREER SERVICE. Register establishment effective.

L - **The examination method for this job classification will be converted from training and experience evaluation to a combination of computer administered examination and a supplemental application. Applicants submitting an application for this job classification must take and pass a job related computer administered test and complete a supplemental application to receive an examination score. Examinations will be administered to approved applicants on Monday through Friday (July 7 – July 18, 2003) at the Department of Personnel office in Nashville. Applications should be submitted to the Department of Personnel. Qualified applicants will be mailed a supplemental application and be scheduled to take the examination.**

The current register was abolished on May 28, 2003. A new register will be established following administration of the examination in July, 2003.

M Job classification will change from compensatory overtime to cash overtime effective.

N Applicants submitting an application for this job classification must take and pass a job related written Test and/or performance test to receive an examination score. Tests are administered on a daily basis at the Department of Personnel office in Nashville and on one day every month in Kingsport, Knoxville, Memphis Jackson, Livingston, Cleveland and every other month in Pulaski.

M Job classification will be converting from written to computer administered examination effective.

N Applicants with passing scores on the written examination for Statistician 2 will not be required to retest to be placed on the new register.

M Job classification will have a change of Probationary Period from 1 year to 6 months.

J - Applicants submitting an application for this job classification must take and pass a job related written test and/or performance test to receive an examination score. Tests are administered on a one day every other month

basis

at the Department of Personnel office in Nashville and on a monthly basis in Kingsport, Knoxville, Memphis, Jackson, Livingston, Pulaski and Cleveland.

K Job classification will be converting from DAILY to PROGRAM examination effective.

L - Job classification and examination method will be converting from PROGRAM to DAILY examination effective.

M A new NON-COMPETITIVE job classification will be ESTABLISHED effective.

N - Job classification will be converting from a WRITTEN TEST to a T & E RATING effective.

P - The examination for these classes will convert from paper and pencil tests to computer administered examination effective.

Q - REGISTER will be ESTABLISHED effective.

R - Job classification will be converting from T&E rating to computer administered examination effective.

S - Job classification will convert from T&E rating to a PASS/FAIL written examination and T & E rating effective.

T - Applicants submitting a application for this job classification must take and pass a written test in addition to an evaluation of education and experience to receive an examination score.

U - Job classification will be converting from a pass fail examination to a T & E RATING only effective.

POLICY OF NON-DISCRIMINATION !!

Pursuant to the State of Tennessee's policy of non-discrimination, the Department of Personnel does not discriminate on the basis of race, sex, religion, color, national or ethnic origin, age, disability, or military service in its policies, or in the admission or access to, or treatment or employment in, its programs, services or activities.

Equal Employment Opportunity/Affirmative Action/Americans with Disabilities Act inquiries or complaints should be directed to the Department of Personnel EEO/AA/ADA Coordinator Lynn Goodman, 2nd Floor, James K. Polk Building, 505 Deaderick Street, Nashville, Tennessee 37243-0635 TDD(Telecommunications Device For The Deaf) Number (615) 741-6276 - Fax Number (615) 741-6985.

!! SPECIAL NOTICE !!

This announcement of Civil Service Examinations is being issued in conformity with Civil Service Rules and Regulations to inform the public of the classes of positions, salary ranges, examples of duties, minimum qualifications and relative weights of examination parts. In order for applicants to secure regular appointments in Civil Service positions, they must first successfully compete in the appropriate examination and be certified from the Civil Service Register which is compiled as a result of such examination. **ANNOUNCEMENTS DO NOT NECESSARILY IMPLY THAT VACANCIES EXIST IN ANY PARTICULAR CLASS OR POSITIONS LISTED.** Interested applicants must submit a completed application form to the Tennessee Department of Personnel. Application forms are available at most State offices. The application and information about State jobs are available at the Department of Personnel Internet website(www.state.tn.us/personnel). Telephone inquiries can be made to (615) 741-4841.

Applications should not be re-filed for the same class of positions, unless an applicant has completed at least an additional year of accredited college, or acquired at least 6 months of additional related work experience.

This announcement is subject to change from time to time should minimum qualifications and/or salary change.

!! VETERANS PREFERENCE !!

Veteran preference points will be awarded to applicants who receive a passing career service score and who served on active duty in the armed forces of the United States during any of the service eligibility dates listed below.

Five (5) points will be awarded to: (1) a veteran who served during a period of war; (2) the spouse or unremarried surviving spouse of a permanently and totally disabled veteran whose disability was service-connected and who served in a period other than war; and (3) the unremarried surviving spouse of a veteran who died in the line of duty during a period other than war. Ten (10) points will be awarded to: (1) a veteran with a ten percent (10%) service-connected disability who served during a period of war; (2) the spouse or unremarried surviving spouse of a veteran with a one hundred percent (100%) service-connected disability and who served during a period of war; and (3) the unremarried surviving spouse of a veteran who died in the line of duty during a period of war.

Before preference can be granted, it is necessary that all veterans submit a copy of their discharge or separation papers showing both enlistment and discharge dates. Disabled veterans and spouses of disabled veterans must submit a copy of discharge or separation papers plus a statement from the Veteran's Administration, dated within the last six months, showing the percent of service-connected disability (or death if in service), and proof of death (death certificate).

Veterans must have received an **honorable discharge** and be a legal resident of the State of Tennessee. Legal resident status is established by having resided in the State of Tennessee for the past two years or by possession of a Tennessee voter registration card. **IF YOU HAVE NOT LIVED IN TENNESSEE FOR THE ENTIRE PAST TWO YEARS, YOU MUST SUBMIT A COPY OF YOUR TENNESSEE VOTER'S REGISTRATION CARD.**

SERVICE ELIGIBILITY DATES: WWII (12-7-41 to 12/31/46); Korean Campaign (6-27-50 to 1-31-55); Vietnam Conflict (2-28-61 to 5-7-75); Lebanon, Grenada, or Panama Expeditions (Only if awarded Forces Expeditionary Medal); and Operation Desert Shield/Storm (8-2-90 to end date unestablished).

CHILDREN’S SERVICES CORPORAL

SUMMARY: Under general supervision, performs children’s services supervisory work of routine difficulty; and performs related work as required.

DISTINGUISHING FEATURES: This is the first supervisory class in the Children’s Services Officer sub-series. An employee in this class supervises a small staff of Children’s Services Officers in a residential setting or may perform certain specific non-supervisory assignments. An employee in this class may be assigned to work on a fixed or rotating schedule. This class differs from Children’s Services Officer in that an incumbent of the latter performs non-supervisory children’s services duties at the working-level. This class differs from Children’s Services Sergeant in that an incumbent of the latter is a second line supervisor and may function as an assistant shift supervisor at a large institution or a supervisor of two shifts at a small institution.

MINIMUM QUALIFICATIONS

Education and Experience: Education equivalent to graduation from a standard high school and experience equivalent to one year of full-time children’s services work in a residential setting.

Necessary Special Qualifications: (1) applicants must be at least eighteen (18) years of age; (2) applicants must be a citizen of the United States; (3) applicants must have at the time of their appointment a valid motor vehicle driver's license; (4) applicants must be willing to be fingerprinted, and Children’s Services Officers must have their fingerprints on file with the Tennessee Bureau of Investigation; (5) applicants must be in good physical condition as determined by an examination given by a competent physician who is licensed or eligible for licensure to practice medicine in the State of Tennessee; (6) “Must pass a psychological evaluation administered by a licensed mental health professional.” Both the physical and psychological examinations will be administered without cost to the applicant; (7) applicants must attend the Tennessee Correction Academy immediately upon employment and successfully complete the appropriate coursework; (8) applicants must have a good moral character, as determined by investigation (TCA 41-1-116); (9) applicants must have no conviction for a felony.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

CHILDREN’S SERVICES LIEUTENANT

SUMMARY: Under direction, is responsible for supervisory children’s services work of considerable difficulty; and performs related work as required.

DISTINGUISHING FEATURES: This is the highest class in the Children’s Services Officer sub-series. An employee in this class is assigned to work in an institutional setting providing student and officer supervision as the shift supervisor at a large institution or the supervisor of a 24 hour schedule at a smaller institution. This class differs from Children’s Services Sergeant in that an incumbent of the latter is responsible for acting as an assistant shift supervisor at a large institution or as a supervisor of two shifts at a small institution.

MINIMUM QUALIFICATIONS

Education and Experience: Education equivalent to graduation from a standard high school and experience equivalent to four years of full-time increasingly responsible youth or adult security work including, at least, one year of supervisory or lead experience and one year of residential youth security work.

Necessary Special Qualifications: (1) applicants must be at least eighteen (18) years of age; (2) applicants must be a citizen of the United States; (3) applicants must have at the time of their appointment a valid motor vehicle driver's license; (4) applicants must be willing to be fingerprinted, and Children’s Services Officers must have their fingerprints on file with the Tennessee Bureau of Investigation; (5) applicants must be in good physical condition as determined by an examination given by a competent physician who is licensed or eligible for licensure to practice medicine in the State of Tennessee; (6) “Must pass a psychological evaluation administered by a licensed mental health professional.” Both the physical and psychological examinations will be administered without cost to the applicant; (7) applicants must successfully complete appropriate basic training at the Tennessee Correction Institute within six (6) months from the initial date of employment; (8) applicants must have a good moral character, as determined by investigation (TCA 41-1-116); (9) applicants must have no conviction for a felony.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

CHILDREN'S SERVICES OFFICER

SUMMARY: Under immediate supervision, performs children's services work of average difficulty in the supervision, observation, and security of youths; and performs related work as required.

DISTINGUISHING FEATURES: This is the entry-working class in the Children's Services Officer sub-series. An employee in this class is assigned to work in an institutional setting providing student supervision and may be assigned to work a fixed or other schedule. This class differs from Children's Services Corporal in that an incumbent of the latter performs supervisory duties.

MINIMUM QUALIFICATIONS

Education and Experience: Education equivalent to graduation from a standard high school.

Necessary Special Qualifications: (1) applicants must be at least eighteen (18) years of age; (2) applicants must be a citizen of the United States; (3) applicants must have at the time of their appointment a valid motor vehicle driver's license; (4) applicants must be willing to be fingerprinted, and Children's Services Officers must have their fingerprints on file with the Tennessee Bureau of Investigation; (5) applicants must be in good physical condition as determined by an examination given by a competent physician who is licensed or eligible for licensure to practice medicine in the State of Tennessee; (6) "Must pass a psychological evaluation administered by a licensed mental health professional." Both the physical and psychological examinations will be administered without cost to the applicant; (7) applicants must attend the Tennessee Correction Academy immediately upon employment and successfully complete the coursework; (8) applicants must have a good moral character, as determined by investigation (TCA 41-1-116); (9) applicants must have no conviction for a felony; (10) applicants shall be willing to certify in writing that they have not used any controlled substance illegally within the last twelve months.

EXAMINATION METHOD: Written Test, 100%, for Career Service positions.

CHILDREN'S SERVICES SERGEANT

SUMMARY: Under general supervision, performs supervisory children's services work of average difficulty; and performs related work as required.

DISTINGUISHING FEATURES: This is the second supervisory class in the Children's Services Officer sub-series. An employee in this class is assigned to work in an institutional setting providing student and worker supervision as an assistant shift supervisor at a large institution or a supervisor of two shifts at a small institution, and may be assigned to work on a fixed or other schedule. This class differs from Children's Services Corporal in that an incumbent of the latter performs supervisory duties of lesser scope and complexity or may function in a specific non-supervisory capacity. This class differs from Children's Services Lieutenant in that an incumbent of the latter supervises all employees on a shift at a large institution or provides twenty-four hour supervision of all employees at a small institution.

MINIMUM QUALIFICATIONS

Education and Experience: Education equivalent to graduation from a standard high school and experience equivalent to two years of full-time increasingly responsible youth or adult security work including, at least, one year of residential youth security work; qualifying full-time employment in the youth security field with the State of Tennessee may be substituted for the required education on a year-for-year basis.

Necessary Special Qualifications: (1) applicants must be at least eighteen (18) years of age; (2) applicants must be a citizen of the United States; (3) applicants must have at the time of their appointment a valid motor vehicle driver's license; (4) applicants must be willing to be fingerprinted, and Children's Services Officers must have their fingerprints on file with the Tennessee Bureau of Investigation; (5) applicants must be in good physical condition as determined by an examination given by a competent physician who is licensed or eligible for licensure to practice medicine in the State of Tennessee; (6) "Must pass a psychological evaluation administered by a licensed mental health professional." Both the physical and psychological examinations will be administered without cost to the applicant; (7) applicants must successfully complete appropriate basic training at the Tennessee Correction Institute within six (6) months from the initial date of employment; (8) applicants must have a good moral character, as determined by investigation (TCA 41-1-116); (9) applicants must have no conviction for a felony.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

ENVIRONMENTAL SPECIALIST 5

SUMMARY: Under general supervision, is responsible for professional environmental supervisory work of average difficulty; and performs related work as required.

DISTINGUISHING FEATURES: An employee in this class performs professional environmental supervisory and/or programmatic duties in an environmental regulatory, assistance, or sanitation division by either supervising five or more professional subordinates in a most complex environmental office, supervising eight or more professional subordinates in a complex environmental office, or functioning as a technical program specialist with statewide responsibility. This class differs from Environmental Specialist 4 in that an incumbent of the latter supervises two to four professional subordinates. This class differs from Environmental Specialist 6 in that an incumbent of the latter functions as either the manager of a small or less complex environmental field office, a full assistant field office manager over at least six professional subordinates, or a manager of a small statewide, central office technical section or program.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree in environmental science, biology, chemistry, geology, physics, or other acceptable field and five years of full-time professional environmental program work.

Substitution of Experience for Education: Qualifying full-time environmental program experience may substitute for the required education, on a year-for-year basis, to a maximum of four years.

Substitution of Education for Experience: Graduate coursework in environmental science, biology, chemistry, geology, physics, or other acceptable field may be substituted for the required experience, on a year-for-year basis, to a maximum of two years (24 semester hours is equivalent to one year).

OR

Five years of full-time professional environmental program work with the state of Tennessee.

Necessary Special Qualifications: A valid motor vehicle operator's license may be required for some positions.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions. Determined by appointing authority for Executive Service positions.

FORESTER - STAFF

SUMMARY: Under general supervision, is responsible for specialized, technical, professional forestry work of considerable difficulty in the program areas of tree improvement, insect and disease control, utilization/marketing, state forest management, rural fire defense, safety/training, resource planning, environmental protection, or information/education; and performs related work as required.

DISTINGUISHING FEATURES: An employee in this class performs technical and administrative supervision of division personnel in developing, implementing, administering, and monitoring statewide specialized forestry programs. This class differs from Forester District in that an incumbent of the latter supervises a large staff performing forestry work in a multi-county area. This class differs from Forester-Reforestation in that the incumbent of the latter directs the statewide reforestation program.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree in forestry and substantial (five or more years of) full-time increasingly responsible professional forestry work including, at least two years of supervisory work or two years of specialized experience in forest utilization and marketing, forest resource planning, tree improvement and reforestation, insect and disease control, state forest management, rural fire defense safety and training, environmental protection, or information and education; additional qualifying graduate coursework in forestry or related acceptable field may be substituted for the required non-supervisory experience on a year-for-year basis to a maximum of two years.

Necessary Special Qualifications: A valid vehicle operator's license may be required for employment in some positions.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

HIGHWAY RESPONSE OPERATOR 1

SUMMARY: Under immediate supervision, performs highway emergency response work of routine difficulty; and performs related work as required.

DISTINGUISHING FEATURES: This is the entry-level class in the Highway Response Operator sub-series. An employee in this class learns to perform service patrol work on metropolitan roadways to keep traffic congestion and delay time to a minimum. Duties include assisting motorists with minor vehicle problems, providing traffic control, and responding to traffic accidents and roadway emergencies. This class differs from Highway Response Operator 2 in that an incumbent of the latter performs at the working level.

*An applicant appointed to this flexibly staffed class will be reclassified to the next higher class in the series after successful completion of a mandatory one-year training period; inadequate or marginal performance during the training period will result in automatic demotion or termination.

MINIMUM QUALIFICATIONS

Education and Experience: Education equivalent to graduation from a standard high school and experience equivalent to three years of full-time experience in one or a combination of the following: (1) any emergency response work, which may include fire suppression, emergency management or communications dispatch; (2) medical services; (3) any protective services work in law enforcement, fire safety inspection, arson investigation, correctional institutions, or security, (4) customer service; (5) highway or bridge maintenance and/or construction; (6) driving motor vehicles for a business establishment or government agency; or (7) automotive or diesel maintenance and/or repair.

Substitution of Education for Experience: Additional college course work credit received from an accredited college or university may substitute for the required experience on a month to month basis to a maximum substitution of two years.

Necessary Special Qualifications:

1. Applicants must possess a valid motor vehicle operator license. The applicant's driver's license must not have been suspended or revoked based on speeding, moving violations, contributing to an accident, driving while license cancelled, or similar safety-related reasons at any time during the five (5) years immediately preceding the date of the initial TDOT license check prior to the date of employment.
2. Applicants must pass an initial, as well as a random controlled-substance drug-screening test. The drug screening examination will be administered through TDOT without cost to the applicant or employee.
3. Applicants must have no conviction for a felony or have been discharged under any other than honorable conditions from any branch of the United States armed forces. Applicants must not have any convictions for driving under the influence of alcohol or drugs during the preceding five (5) years.
4. Applicants must successfully complete a prescribed course of instruction within the first six months of employment.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

HIGHWAY RESPONSE OPERATOR 2

SUMMARY: Under immediate supervision, performs highway emergency response work of routine difficulty; and performs related work as required.

DISTINGUISHING FEATURES: This is the working level class in the Highway Response Operator sub-series. An employee in this class patrols metropolitan roadways to keep traffic congestion and delay time to a minimum. Duties include assisting motorists with minor vehicle problems, providing traffic control, and responding to traffic accidents and roadway emergencies. This class differs from Highway Response Operator 1 in that an incumbent of the latter performs at the entry level. This class differs from Highway Response Operator Supervisor in that an incumbent of the latter supervises a staff of Highway Response Operators on an assigned shift.

MINIMUM QUALIFICATIONS

Education and Experience: Education equivalent to graduation from a standard high school and experience equivalent to four years of full-time experience in one or a combination of the following: (1) any emergency response work, which may include fire suppression, emergency management or communications dispatch; (2) medical services; (3) any protective services work in law enforcement, fire safety inspection, arson investigation, correctional institutions, or security; (4) customer service; (5) highway or bridge maintenance and/or construction; (6) driving motor vehicles for a business establishment or government agency; or (7) automotive or diesel maintenance and/or repair; one of the four years of experience must be as a Highway Response Operator 1 with the State of Tennessee.

Substitution of Education for Experience: Additional college course work credit received from an accredited college or university may substitute for the required non specialized experience on a month to month basis to a maximum substitution of two years.

Necessary Special Qualifications:

1. Applicants must possess a valid motor vehicle operator license. The applicant's driver's license must not have been suspended or revoked based on speeding, moving violations, contributing to an accident, driving while license cancelled, or similar safety-related reasons at any time during the five (5) years immediately preceding the date of the initial TDOT license check prior to the date of employment.
2. Applicants must pass an initial, as well as a random controlled-substance drug-screening test. The drug screening examination will be administered through TDOT without cost to the applicant or employee.
3. Applicants must have no conviction for a felony or have been discharged under any other than honorable conditions from any branch of the United States armed forces. Applicants must not have any convictions for driving under the influence of alcohol or drugs during the preceding five (5) years.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

HIGHWAY RESPONSE OPERATOR SUPERVISOR 1

SUMMARY: Under immediate supervision, performs supervisory highway emergency response work of average difficulty; and performs related work as required.

DISTINGUISHING FEATURES: This is the first level supervisory class in the Highway Response sub-series. An employee in this class supervises a crew of Highway Response Operators on an assigned shift. This class supervises and differs from Highway Response Operator 2 in that an incumbent of the latter performs at the working level. This class reports to and differs from Highway Response Operator Supervisor 2 in that an incumbent of the latter supervises the highway response program for a region of the state.

MINIMUM QUALIFICATIONS

Education and Experience: Education equivalent to graduation from a standard high school and experience equivalent to four years of full-time experience in one or a combination of the following: (1) any emergency response work, which may include fire suppression, emergency management or communications dispatch; (2) medical services; (3) any protective services work in law enforcement, fire safety inspection, arson investigation, correctional institutions, or security; (4) customer service; (5) highway or bridge maintenance and/or construction; (6) driving motor vehicles for a business establishment or government agency; or (7) automotive or diesel maintenance and/or repair; one of the four years must be supervisory experience in any area, including but not limited to those areas previously described.

Substitution of Education for Experience: Additional college course work credit received from an accredited college or university may substitute for the required non specialized experience on a month to month basis to a maximum substitution of two years.

OR

One year of experience as a Highway Response Operator with the State of Tennessee.

Necessary Special Qualifications:

1. Applicants must possess a valid motor vehicle operator license. The applicant's driver's license must not have been suspended or revoked based on speeding, moving violations, contributing to an accident, driving while license cancelled, or similar safety-related reasons at any time during the five (5) years immediately preceding the date of the initial TDOT license check prior to the date of employment.
2. Applicants must pass an initial, as well as a random controlled-substance drug-screening test. The drug screening examination will be administered through TDOT without cost to the applicant or employee.
3. Applicants must have no conviction for a felony or have been discharged under any other than honorable conditions from any branch of the United States armed forces. Applicants must not have any convictions for driving under the influence of alcohol or drugs during the preceding five (5) years.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

HIGHWAY RESPONSE OPERATOR SUPERVISOR 2

SUMMARY: Under general supervision, performs supervisory highway emergency response work of considerable difficulty; and performs related work as required.

DISTINGUISHING FEATURES: This is the highest supervisory class in the Highway Response sub-series. An employee in this class supervises the staff and operations of a highway response program for a region of the state and is required to work weekends and/or evenings. This class supervises and differs from Highway Response Operator Supervisor 1 in that an incumbent of the latter functions as a working supervisor over a crew of Highway Response Operators assigned to work a particular shift.

MINIMUM QUALIFICATIONS

Education and Experience: Education equivalent to graduation from a standard high school and experience equivalent to five years of full-time experience in one or a combination of the following: (1) any emergency response work, which may include fire suppression, emergency management or communications dispatch; (2) medical services; (3) any protective services work in law enforcement, fire safety inspection, arson investigation, correctional institutions, or security; (4) customer service; (5) highway or bridge maintenance and/or construction; (6) driving motor vehicles for a business establishment or government agency; or (7) automotive or diesel maintenance and/or repair; two of the five years must be supervisory experience in any area, including but not limited to those areas previously described.

Substitution of Education for Experience: Additional college course work credit received from an accredited college or university may substitute for the required non specialized experience on a month to month basis to a maximum substitution of two years.

OR

One year of experience as a Highway Response Operator Supervisor 1 with the State of Tennessee.

Necessary Special Qualifications:

1. Applicants must possess a valid motor vehicle operator license. The applicant's driver's license must not have been suspended or revoked based on speeding, moving violations, contributing to an accident, driving while license cancelled, or similar safety-related reasons at any time during the five (5) years immediately preceding the date of the initial TDOT license check prior to the date of employment.
2. Applicants must pass an initial, as well as a random controlled-substance drug-screening test. The drug screening examination will be administered through TDOT without cost to the applicant or employee.
3. Applicants must have no conviction for a felony or have been discharged under any other than honorable conditions from any branch of the United States armed forces. Applicants must not have any convictions for driving under the influence of alcohol or drugs during the preceding five (5) years.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

MANAGED CARE OPERATOR

SUMMARY: Under general supervision, answers a high volume of phone calls, provides information and assistance to callers regarding the TennCare program, and performs related work as required.

DISTINGUISHING FEATURES: An employee in this class responds to inquiries by phone regarding TennCare, researches data files on a CRT/computer, and/or reviews policy and procedural information to answer questions and to identify and request changes that need to be made on individuals' TennCare coverage. Incumbents may also be required to perform general clerical work. This class differs from that of Managed Care Technician in that an incumbent of the latter acts as team lead person in the Managed Care Operator Division or assists Managed Care Specialists in performing a variety of TennCare program assignments in other divisions.

MINIMUM QUALIFICATIONS

Education and Experience: Education equivalent to graduation from a standard high school and experience equivalent to one year of clerical and/or customer service experience.

Substitution of Experience for Education: Qualifying experience in clerical and/or customer service work may substitute for the required education, on a year-for-year basis, to a maximum of four years (e.g., experience equivalent to one year of full-time work in one or a combination of the above listed fields may substitute for one year of the required education).

Necessary Special Qualifications: None.

EXAMINATION METHOD: Education and experience, 100%, for Career Service positions.

STATE CHIEF PHOTOGRAPHER

SUMMARY: Under general supervision, performs photographic work of considerable difficulty; and performs related work as required.

DISTINGUISHING FEATURES: The employee in this class leads and participates in providing photographic services to the Governor's office, Legislators, and other government branches and also in providing photographs of various places of interest and activities throughout the state. This class differs from State Photographer 2 in that an incumbent of the latter is not a lead worker. This class differs from Media Production Services Director in that the incumbent of the latter directs all the activities of the photographic services, graphic arts and video production sections of the media production division.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree, with emphasis in photography and experience equivalent to substantial (five or more years of) full-time increasingly responsible and skilled photographic work; qualifying full-time increasingly responsible and skilled photographic work may be substituted for the required education, on a year-for-year basis, to a maximum of four years.

Necessary Special Qualifications: None.

EXAMINATION METHOD: Education and Experience including Supplemental Application, 30%, and Portfolio, 70%, for Career Service positions.

STATE PHOTOGRAPHER 1

SUMMARY: Under general supervision, performs photographic work of average difficulty; and performs related work as required.

DISTINGUISHING FEATURES: An employee in this class provides photographic services in areas such as news, travel, portrait and industry. Work involves copy work in black and white and color, basic studio portrait and product photography, black and white film processing and printing, and other darkroom work when necessary. This class differs from that of State Photographer 2 in that an incumbent of the latter is responsible for picture editing and layout, design of multiple picture layouts, multiple lighting techniques and location advertising.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree, with emphasis in photography; qualifying full-time increasingly responsible and skilled photographic work may be substituted for the required education, on a year-for-year basis, to a maximum of four years.

Necessary Special Qualifications: None.

EXAMINATION METHOD: Education and Experience including Supplemental Application, 30%, and Portfolio, 70%, for Career Service positions.

STATE PHOTOGRAPHER 2

SUMMARY: Under general supervision, performs photographic work of considerable difficulty; and performs related work as required.

DISTINGUISHING FEATURES: An employee in this class is responsible for picture editing and layout, design of multiple picture layouts, multiple lighting techniques and location advertising. This class differs from that of State Photographer 1 in that an incumbent of the latter is responsible for providing photographic services in areas such as news, travel, portrait and industry.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree, with emphasis in photography and experience equivalent to two years of full-time increasingly responsible and skilled photographic work, qualifying full-time increasingly responsible and skilled photographic work may be substituted for the required education, on a year-for-year basis, to a maximum of four years.

Necessary Special Qualifications: None.

EXAMINATION METHOD: Education and Experience including Supplemental Application, 30%, and Portfolio, 70%, for Career Service positions.